



Human Resources Newsletter

July 2001 News

What's New, What's Hot: HQ HR bids farewell to Marilyn O'Brien, one of our HR Managers, who has been with DOTD for nearly 30 years. She will be sorely missed. Stephanie Ortis has been promoted to Marilyn's former position and Pam Switzer has been hired in Stephanie's former position.

Civil Service renewed its contract for temporary staffing services with Westaff; PPM 27 is being revised to reflect new rates, etc.

Be on the lookout for revised Special Entrance Rate chart in PPM No. 52 and new DOTD Pay Plan with new range minimums/maximums recently approved by Governor Foster.

New DOTD Pay Plan coming out soon with new range minimums/maximums recently approved by Governor Foster.

Special Events:

July 4th holiday; hope it was an enjoyable one!

No SCHR meeting scheduled for July.

Training:

The New Employee Orientation for HQ Baton Rouge will be on July 11th at 8:30 a.m.

Training on Writing Position Descriptions (SF-3's) will be given at the following location:
District 05 – July 12

Compensation Unit:

Engineering Technician Study: The ET Job study package was submitted to Civil Service on June 15th. DOTD proposes a consolidated job series with generally higher GS levels to improve recruiting/retention, a reduction in supervisory levels to allow for a flatter organizational structure, an expansion of the current training series, and the establishment of a new DCL job.

Mobile Equipment Master Mechanic Allocation Review: The Compensation Unit has completed its review of approximately 115 position descriptions (SF-3's) for all Master Mechanics and Leaders in light of job specification revisions approved/implemented by CS.

Clerical Review: The Compensation Unit Initiated this review on June 5th. We are reviewing input from District Administrators and District Maintenance Engineers on the work performed by Clerk 4 positions; will be considered for possible reallocation under the Master Job Descriptions.